

## How to Login <sup>[1]</sup>

October 20, 2023 by Melanie Jones <sup>[2]</sup>

Use the details below while accessing the tools for the first time and down the road.

### Marketing Cloud

1. Navigate to the Marketing Cloud login page <sup>[3]</sup> (bookmark this page)
2. Enter your credentials
  - o **Username:** Your university email address (EXAMPLE: jeffrey.benn@cuanschutz.edu <sup>[4]</sup>).
  - o **Password:** Reset your password with the instructions below upon your first login. If you forgot your password, use the "forgot password" link.
    - *New users will receive credentials via email*
3. ??Set your security questions and answers.
4. How-To Enable Multi-Factor Authentication <sup>[5]</sup>

### Reset Password (or Security Questions)

1. **Hover your name** in the top right corner
2. Select **Cloud Preferences** in the dropdown
3. Select **Change Password** (or *Change Security Questions*)

The screenshot shows a navigation bar with three tabs: 'Cloud Preferences', 'User Settings', and 'Default Login Preferences'. Below the tabs, the user's name 'Melanie Jones' is displayed. A dropdown menu is open, showing four options: 'Edit', 'Change Password', 'Change Security Questions', and 'Grant Account Login'. The 'Change Password' option is highlighted with a green box. Below the dropdown, there is a 'General Settings' link with a large green number '3' overlaid on it.

<b>Name</b>	Melanie Jones	
<b>Reply Email Address</b>	melanie.jones@cu.edu	Not V
<b>Add to From Name Dropdown</b>	<input type="checkbox"/>	
<b>Notification Email Address</b>	melanie.jones@cu.edu	

- Confirm your update with the **Save** button (do not use *Enter* on your keyboard)

## Melanie Jones > Password Settings



Save



Cancel



Password changes can lose unsaved work.



You cannot use the previous password.

### New password **must contain:**

- A minimum of 8 characters
- At least 1 alpha character (a-z, A-Z)
- At least 1 numeric character (0-9)
- At least 1 special character (@, \$, % and similar characters)

Melanie Jones

Username: melanie.jones\_mc02@cu.edu

**TIP!** Set your Default Login Preference <sup>[6]</sup> to *Email* to avoid taking two clicks every time you log in to Marketing Cloud to navigate to Email Studio.

## Related Wiki Posts

- [New User Training](#) <sup>[7]</sup>

### Display Title:

How to Login

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**Source URL:** <https://www.cu.edu/blog/integrated-online-services/how-login>

### Links

[1] <https://www.cu.edu/blog/integrated-online-services/how-login> [2] <https://www.cu.edu/blog/integrated-online-services/author/39>

[3] [https://mc.login.exacttarget.com/hub-cas/login?service=https%3a%2f%2fauth.exacttargetapis.com%2fv2%2fauthorize%3fclient\\_id%3dhbw6vmsadg5epio](https://mc.login.exacttarget.com/hub-cas/login?service=https%3a%2f%2fauth.exacttargetapis.com%2fv2%2fauthorize%3fclient_id%3dhbw6vmsadg5epio)

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